

## **City of Baltimore**



### **Mayor's Office of Criminal Justice**

#### **Criminal Justice Services Coordinator**

The City of Baltimore seeks a creative, dynamic, and results-oriented professional to serve as a Criminal Justice Services Coordinator for the Mayor's Office of Criminal Justice (MOCJ). The Criminal Justice Services Coordinator works collaboratively with public safety stakeholders, non-profits, foundations, advocacy groups, and other external agencies to address criminal justice policy and strategic change. This position reports to the Associate Director of Criminal Justice Programs.

#### **About the Mayor's Office of Criminal Justice**

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor on criminal justice matters, develops a strategy for ensuring the safety of all residents of Baltimore, and coordinates the operations of the justice system in the city. MOCJ articulates a vision for public safety in Baltimore, and coordinates with law enforcement and community partners in executing an effective strategy for improving safety. MOCJ collaborates with local, state, and federal criminal justice and law enforcement partners, as well as community-based organizations, service providers, and philanthropic organizations.

#### **Responsibilities:**

The Criminal Justice Services Coordinator responsibilities include, but are not limited to:

- Coordinates routine meetings of criminal justice stakeholders and ensures follow-up to key action items and proposals;
- Conducts research on violence reduction best practices in other cities;
- Maintains partnerships with internal and external partners such as other city and state agencies, community organizations, advocacy groups, non-profit organizations, foundations, and private entities;
- Briefs the Associate Director and Director on the progress of public safety initiatives and analyzes outcomes;
- Produces memos, reports, and content for social and conventional media to summarize progress in implementing programs and initiatives.

**Minimum Qualifications:**

The ideal candidate must have at least one year of professional experience dealing with criminal justice stakeholders and must possess the following qualities:

- Thorough understanding of criminal justice issues, systems, and policies impacting public safety;
- Ability to establish and maintain effective working relationships with government agencies, law enforcement officials, government officials, community organizations, non-profit organizations, advocacy organizations, and other stakeholders;
- Well-organized with excellent written and verbal communication skills;
- Strong commitment to diversity, equity, and excellence;
- Strong analytical capacity and experience with data driven models;
- Ability to balance competing priorities, complex situations and tight deadlines.

**Education & Experience:****Education**

Bachelor's degree from an accredited college or university. A graduate degree is highly desirable.

**Experience**

1-2 years of criminal justice or other civic sector experience. Graduate level education may be substituted for professional experience.

**Compensation and Benefits:**

Salary negotiable and commensurate with experience and qualifications. Competitive Benefits

**Residency**

Baltimore City residence is strongly preferred.

**How to Apply**

Interested persons should submit a resume and cover letter to [talent.masters@baltimorecity.gov](mailto:talent.masters@baltimorecity.gov)

**Subject:** Criminal Justice Services Coordinator

**The City of Baltimore is an Equal Opportunity Employer**

